

## Job Announcement

<b>Position</b>	<b>Finance Manager (G5-4)</b>
<b>Location</b>	<b>Remote in Asia</b>
<b>Employment Duration</b>	<b>2-year contract with possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)</b>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• <b>A competitive salary in local currency from US\$ 46,410 gross per annum (including 13th month salary)</b></li> <li>• <b>Health Insurance</b></li> </ul>
<b>Closing date</b>	<b>Applications will be accepted on a rolling basis</b>
<b>Interview Dates</b>	<b>Interviews will be scheduled on a rolling basis</b>
<b>About the Organisation</b>	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 85-member organisation across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva, and Kathmandu. FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups, and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights. FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
<b>About the position:</b>	
<p>The Finance Programme oversees the financial resources of FORUM-ASIA and is in charge of financial reporting to the donors, the planning, organising, auditing, and accounting of FORUM-ASIA's finances. The Finance Manager will lead the Finance Programme of FORUM-ASIA. He/she will be required to assist the Management of FORUM-ASIA to administer and oversee the office budget(s) and budgeting processes and reporting; work on contract/grant compliance in the financial area in coordination with the relevant programmes; and observe FORUM-ASIA's accounting policies vis-à-vis fund accounting as noted in FORUM-ASIA's Financial Rules and Regulations (FRR) and generally accepted accounting principles.</p>	
<b>Duties and Responsibilities</b>	
<p><b>Under the overall supervision of the Management and direct Supervision of the Director (Operations and Resource Mobilisation), the Finance Manager shall undertake the following tasks:</b></p>	
<b>Financial Management</b>	
<ul style="list-style-type: none"> <li>• Protection of the organisation's assets by implementing FORUM-ASIA's Internal Control procedures;</li> <li>• Provide solutions to budget challenges and strategically utilise financial expertise to ensure maximum leverage of available funds;</li> <li>• Supervise all financial activities and fiscal reporting to ensure proper allocation of funding sources and fiscal compliance with donor requirements and limitations and FORUM-ASIA's control policies;</li> <li>• Supervise the banking arrangements for all offices of FORUM-ASIA; and</li> <li>• Prepare and overview monthly financial reports for submission to the Management and Programmes as per scheduled due dates.</li> </ul>	
<b>Audit</b>	
<ul style="list-style-type: none"> <li>• Prepare for sound audit practices and facilitate any external or internal audits;</li> <li>• To oversees the audits for FORUM-ASIA's Bangkok and Geneva offices and project-based audits; and</li> <li>• Assist in providing feedback and management responses to audit reports and timely implements the audit recommendations.</li> </ul>	

### **Oversees organisational budget and donor reporting**

- Review all accounting transactions to ensure proper coding and enter all transactions into FORUM-ASIA's accounting software;
- Liaise closely with the Planning, Monitoring and Evaluation Programme (PME) in planning the annual budget for programmatic activities of FORUM-ASIA; and
- Supervise/ prepare financial reports for all FORUM-ASIA donors.

### **Cash/funds forecasts and development of organizational and donor budgets**

- Ensure that the organisational cash and donors fund forecasts are accurate by working with programmes to help them develop more accurate cash forecasts of their programme needs;
- Advise the monthly foreign currency conversions that match the cashflow;
- Preparation, revision and maintenance of Organisational Operating Budget and ensure the operating budget is managed and monitored effectively and efficiently within timely manner;
- Prepare and revise all grant budget proposals and make sure that all budget line items are allowable, allocable and reasonable as per Donor requirements; and
- Work closely with programme staff in preparing and/or revising grant budgets to support new proposals or realignments and ensure the submission is within timely manner and the adequate coverage of organizational and programmes operating costs.

### **Staff Training and Management**

- Supervise the Finance Programme and provide oversight to all staff of the programme;
- Ensure there is regular annual Performance Management Process - including undertaking the Annual Performance Plans and yearly assessments for all Finance staff as per the organisation's performance management policy;
- Coordinate and communicate with other FORUM-ASIA regional staff, and all office staff on issues related to finance, personnel, and service delivery;
- To participate and lead the Finance Programme in the Staff Finance and Budget Committee;
- Assist in trainings for the programme, finance and on FORUM-ASIA policies, accounting and budgeting procedures and financial requirements as well as finance staff activities; and
- Provide new staff orientations when required

### **Other Tasks**

- Represent Finance programme in internal events, meetings, workshops, etc. with a view to learn, and solicit and share information to support the role of the Finance Programme.
- Prepare, review and finalise the preparation of the monthly staff salaries with accurate taxation calculation and deductions where relevant as per Financial Rules and Regulations.
- Advise on revising and updating the Financial Rules and Regulations and other budget and financial management policies so the organization up to speed with changing contexts.
- Carry out other relevant tasks and activities as assigned by the Management.

### **Basic Qualifications and Criteria**

#### **Education:**

Masters or Bachelor's degree or higher in Accounting (Chartered Accountant), Finance, Statistics, Economics, Business Administration and/or other related field.

#### **Essential Skills and Behaviours:**

1. Proven experience in financial management;
2. Professional national or international certification in accounting/financial management of NGOs.
3. Candidates must have excellent oral and written English skills;
4. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
5. Ability to work under pressure and manage competing deadlines;
6. High-level of self-motivation, positive attitude, strategic thinking, and multi-tasking ability; and a good team player;
7. Strong time-management and prioritization skills;
8. Ability to work under stress and manage deadlines; and
9. Advanced technical skills in MS Word, Excel, and online workshops interactive platforms.

**Experience:**

11. Minimum 10 years work experience in a national, regional and/or international NGO in professional capacity, on financial management, development of budget for donor proposals and financial reporting with minimum of 3 years supervisory experience;
12. Technical writing experience in I/NGOs working on human rights and development issues; and
13. Experience of using data analysis and accounting software including QuickBooks, NetSuite etc. and others.

**Desirable skill:**

1. Extensive experience in donors coordination and reporting requirements;
2. Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region; and
3. Good understanding of the work and history of FORUM-ASIA.

**Application Procedures**

Applicants are requested to fill in the Job [Application Form](#) and send it by email together with a **self- introduction letter** and **two recommendation letters** to [applications@forum-asia.org](mailto:applications@forum-asia.org) stating “**Finance Manager**” in the subject line. The application process may include a written or practical assessment.

*All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.*